

# RCCI PRODUCTION RECORDS



## CHAPTER 6

### RCCI PRODUCTION RECORDS

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## MENU PLANNING RECORDS

This chapter discusses Production Records which help managers plan day to day as well as communicate plans to the staff. They provide a valuable history for future reference, help spot trends, evaluate what works well with residents, and advise on what changes need to be made. Also, during State reviews these records demonstrate that your meals comply with program requirements.

### **What's needed on a Production Record for Food-Based Menu Planning?**

A production record for Traditional or Enhanced Food-Based Menu Planning should indicate the site and meal date, the menu type (breakfast or lunch), and....

- Food components (Meat/Alternate, etc.) and other items, including condiments.
- Recipe or food product used (note if a USDA recipe).
- Planned/projected number of portions and serving sizes for each age/grade group.
- Planned/projected number of portions and serving sizes for adults.
- Total amount of food prepared (for example, number of servings, pounds, cans).
- Actual number of reimbursable meals served (indicate this information for each age/grade group).
- Actual number of non-reimbursable meals served (such as to adults or as à la carte sales.)
- Leftovers and substitutions.

### **What's needed on a Production Record for Nutrient-Based Menu Planning?**

A production record for Nutrient-Based Menu Planning should indicate the site and meal date, the menu type (breakfast or lunch), and...

- Menu items used and form. (Example - fresh, frozen or canned)
- Recipe or food product used (note if a USDA recipe).
- Planned/projected number of portions and serving sizes for each age/grade group.
- Projected number of portions and serving sizes for adults.
- Total amount of food prepared (for example, the number of servings, cans, etc.)
- Actual number of reimbursable meals served (indicate this information for each age/grade group).
- Actual number of non-reimbursable meals served (such as to adults or as à la carte sales).
- Leftovers and substitutions.

### **What Additional Information might you include on your Production Record?**

You can tailor the production record to your own operation, including additional information if you wish. On some of the sample formats, for example, you will see "person responsible" and the new HACCP guidelines.

## **When is the Production Record Completed?**

Usually, the menu planner completes the first part of the production record in advance. The staff completes the remaining sections on the day the breakfast or lunch is served.

## **MEAL DOCUMENTATION - REQUIREMENTS FOR FOOD PRODUCTION RECORDS**

Federal regulations require that a food production worksheet must be completed for every meal served. These records must remain at the school at all times. In order to receive federal reimbursement, the following is required:

- Menus must meet one of the USDA menu planning options.
- Daily food production worksheets must show amounts of all food/menu items actually prepared and served.
- Production Records must be kept for three (3) years plus the current year.

The planning portion of the food production worksheet must be completed in advance to ensure that:

- Food purchases are appropriate.
- The correct amount of food can be prepared and served.

The completed food production worksheet gives an accurate record of the amount of food used, and the number of portions served. This record provides a useful tool in the planning of future menus.

Most of the food production worksheet can be filled out in advance by utilizing the *Food Buying Guide*. Menu production records serve a dual purpose; demonstrating compliance with program requirements and communicating the menu to staff.

If food production records are deficient or inaccurate at the time of a review or audit, fiscal action may occur.

If using Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning, the nutritional analysis for menus must be available as it is the basis for menu planning.

## Completing a Production Record

Here are more details on what is needed for production records. You will see a number of differences noted for Food-Based and Nutrient-Based planning, but in general, similar information is needed for both systems.

- **Menu item (or food item) used and form:** Listing this information is the first step in effectively communicating the menu to the staff. Listing all food items, including condiments, is important for future monitoring by the State agency.
- **Recipe or product:** Indicate specific recipes and food products to be used. It is critical to specify exact recipes and products. If the preparer or server uses a different recipe or product than indicated by the menu planner, the food provided to residents may not necessarily meet the nutrient standard or meal requirements as planned.
- **Age or grade group(s):** Identify the age or grade group being served. If a menu serves more than one age or grade group at a site, you may use one production record to show this, but notations for each age/grade group must be clear. Adjusted portion sizes for age or grade groups specified must be shown for menu items, recipes, and products.
- **As shown on the sample formats, you will list:**
  - ❑ The recipe number if it is a USDA quantity recipe;
  - ❑ The name of the food and its form (such as shredded lettuce). For processed foods, list brand name and code number.
- **Portion or serving size:** This information is important to ensure that the correct portion size is served as well as planned and prepared. Without this guide on the production sheet, the server may have no way of knowing the correct portion size.

Portion size served must be the same as planned. If portion size is adjusted for age, a separate line should be used to indicate this. Included in the Resource Section of this manual is information on the portion size for various serving utensils.

- **Total projected servings:** The menu planner must also forecast, or predict, the approximate number of servings needed of each menu item. Projecting the number of servings is the first step in determining how much food to order, how much time to allow for preparation, and which equipment to use.

In menus that offer several different selections or with Offer versus Serve, it will not be necessary to plan and prepare portions of each menu item for each person. Past production records, which must be kept on file, can help accurately forecast future production and menu planning figures for all menu planning options.

- **Amount of food (or purchase units) used:** Site staff must keep records to verify that the planned menu was actually prepared and served. Staff records this information in a way that is appropriate for the food item.
- **Actual servings:** At the end of service, site staff must record the number of servings of each item that were actually served to residents, to adults, and as à la carte sales.

Under Nutrient-Based Menu Planning, the information on actual resident servings should be available during the menu planning and adjustment process. Future menu cycles should reflect any significant differences between the projected servings and the actual servings

Under Food-Based Menu Planning, the information retrieved from the menu production records will be required during the state review for compliance with the nutrition goals.

- **Leftovers:** Once a meal is served, site staff record leftovers on the production record. Staff members can also indicate whether leftovers are to be frozen for later use or incorporated into the menu in the next few days. Tracking the source of leftovers is important before seconds are served.
- **Use of leftovers and substitutions:** All menu planning systems need to record use of leftovers and substitutions.
- **OPTIONAL on Production Records: HACCP Temperatures-** All SFA's must have a fully implemented food safety program that complies with HACCP principles or with the "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles".

With this in mind, there are Production Record samples in this unit that contain the information needed for the Cooking and Reheating Temperature Log. The SFA can decide whether to place the HACCP information on the Production Record or not. However, the information on HACCP needs to be monitored and kept. (There is much more information on HACCP in the classes provided by the Idaho State Department of Education.)

## Examples of Production Records

The next few pages are examples of Production Records that you may want to use. Please note some are for NSMP and some are Food-Based models. Masters and samples of these models are available on the State of Idaho CNP web site under the NSLP tab.

# FOOD BASED – FOOD PRODUCTION RECORD

School \_\_\_\_\_

Date: \_\_\_\_\_

Day: \_\_\_\_\_

| Meal Component/<br>Food Item | Food Used or Recipe # | Serving Size |      | # Portions Planned |      |        | Total Prepared #<br>svd, lbs., cans, etc. | Total Left-overs | HACCP Temp             |      |                    |      |                         |          | Comments:<br>Substitutions, Leftovers, & Tray Waste, etc. |
|------------------------------|-----------------------|--------------|------|--------------------|------|--------|---|------------------|------------------------|------|--------------------|------|-------------------------|----------|---|
|                              |                       | K-6          | 7-12 | K-6                | 7-12 | Adults |   |                  | Time Product Completed | Temp | Time Begin Serving | Temp | Corrective Action Taken | Initials |   |
| Meat/Alter                   |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
| Veg/Fruits                   |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
| Grains/Bread                 |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
| Other                        |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
| Milk Variety                 |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |
|                              |                       |              |      |                    |      |        |   |                  |                        |      |                    |      |                         |          |   |

Number Served by Grade

K-6 \_\_\_\_\_

7-12 \_\_\_\_\_

Adults/Non-reim \_\_\_\_\_

TOTAL \_\_\_\_\_

MANAGER'S SIGNATURE/HACCP VERIFICATION \_\_\_\_\_

# FOOD BASED – FOOD PRODUCTION RECORD BREAKFAST

School Central Elementary

Date: October 1

Day: Monday

| Meal Component/<br>Food Item | Food Used<br>or Recipe<br># | Serving Size |          | # Portions Planned |      |        | Total<br>Prepared<br># svd,<br>lbs.,<br>cans,<br>etc. | Total<br>Left-<br>overs | HACCP Temp                       |      |                          |      |                                    |          | Comments:<br>Substitutions,<br>Leftovers, & Tray<br>Waste, etc. |
|------------------------------|-----------------------------|--------------|----------|--------------------|------|--------|---|-------------------------|----------------------------------|------|--------------------------|------|------------------------------------|----------|---|
|                              |                             | K-6          | 7-12     | K-6                | 7-12 | Adults |   |                         | Time<br>Product<br>Comple<br>ted | Temp | Time<br>Begin<br>Serving | Temp | Correc-<br>tive<br>Action<br>Taken | Initials |   |
| Meat/Alter                   |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Scrambled                    | 10012                       | 1/3 c.       | ½ c.     | 25                 | 50   | -0-    | 75 ea 4#  | -0-                     | 7:30                             | 165  | 8:00                     | 140  |                                    |          | Goal: Is there enough food for                                  |
| Eggs w/Ham                   |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          | everyone to make  |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          | reimb meal  |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Veg/Fruits                   |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Orange Slices                | Fresh<br>113 count          | 1 ea         | 1 ea     | 25                 | 50   | -0-    | 75 Oranges  | 10 Oranges              | 7:00                             | 32   | 8:00                     | 40   |                                    |          | Offer vs Serve implemented                                      |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          | Cut oranges in  |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          | 8 pieces  |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Grains/Bread                 |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Wheat Toast                  | Purchased                   | 1 slice      | 2 slices | 25                 | 50   | -0-    | 150 slices  | 25                      | 7:45                             | -0-  | 8:00                     |      |                                    |          | Some of older children declined                                 |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          | 2 <sup>nd</sup> piece of toast                                  |
|                              |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Other                        |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| Margarine                    |                             | 1 tsp        | 1 tsp    |                    |      |        | ½ lb.   |                         |                                  |      |                          |      |                                    |          |   |
| Jelly                        |                             | 1 T.         | 1 T.     |                    |      |        | 2 lbs.  | ½ cup                   |                                  |      |                          |      |                                    |          |   |
| Catsup                       |                             | 2 tsp        | 2 tsp    |                    |      |        | ¼ of #10 can  | 1 cup                   |                                  |      |                          |      |                                    |          |   |
| Milk Variety                 |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |
| 1% White                     | 8 oz carton                 | 1 ea         | 1 ea     |                    |      |        | 50  | 4 crtns                 | 7:45                             | 35   | 8:00                     | 35   |                                    |          |   |
| 2% White                     |                             |              |          |                    |      |        |   |                         |                                  |      |                          |      |                                    |          |   |

Number Served by Grade

K-6 25

7-12 50

Adults/Non-reim 0

TOTAL 75

MANAGER'S SIGNATURE/HACCP VERIFICATION



# FOOD BASED – FOOD PRODUCTION RECORD LUNCH

School Central Elementary

Date: October 1

Day: Monday

| Meal Component/<br>Food Item | Food Used<br>or Recipe<br># | Serving Size |       | # Portions Planned |      |        | Total<br>Prepared<br># svd,<br>lbs.,<br>cans,<br>etc. | Total<br>Left-<br>overs | HACCP Temp                        |      |                          |      |                                    |          | Comments:<br>Substitutions,<br>Leftovers, & Tray<br>Waste, etc. |
|------------------------------|-----------------------------|--------------|-------|--------------------|------|--------|---|-------------------------|-----------------------------------|------|--------------------------|------|------------------------------------|----------|---|
|                              |                             | K-6          | 7-12  | K-6                | 7-12 | Adults |   |                         | Time<br>Product<br>Comple-<br>ted | Temp | Time<br>Begin<br>Serving | Temp | Correc-<br>tive<br>Action<br>Taken | Initials |   |
| Meat/Alter                   |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| Combo Pizza                  | #5436                       | 4x6          | 4x5   | 50                 | 75   | 5      | 1 ½ x   | 1 pan                   | 11:00                             | 165  | 11:30                    | 140  |                                    |          | Served fewer students than                                      |
|                              | Make 5                      |              |       |                    |      |        | recipe  |                         |                                   |      |                          |      |                                    |          | planned.  |
|                              | pans                        |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          | Leftovers for bar tomorrow.                                     |
| Veg/Fruits                   |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| Tossed Salad                 | Pre-Pkg                     | ½ c.         | ½ c.  | 50                 | 75   |        | 5 lbs.  | 1 lbs.                  | 11:15                             | 40   | 11:30                    | 40   |                                    |          | Offer vs Serve  |
| Fruit Medley                 | #1007                       | ¼ c.         | ¼ c.  | 50                 | 75   |        | 50 cups   | 2 c.                    | 11:00                             | 40   | 11:30                    | 40   |                                    |          |   |
| Grains/Bread                 |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| Bread Sticks                 | #3220                       | 1            | 2     | 50                 | 100  |        | 150   | 30                      | 11:00                             | -0-  | 11:30                    |      |                                    |          | 2 breadsticks is too large of a serving for most                |
| Other                        |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| Gingerbread                  | #7400                       | #40          | #40   | 50                 | 75   |        | 125   | -0-                     | 11:00                             | -0-  | 11:30                    |      |                                    |          | Favorite  |
| Cookies                      |                             | Scoop        |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| Milk Variety                 |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| 1% Choc                      | 8 oz carton                 | 8 oz.        | 8 oz. | 50                 | 75   |        | 125   | 10 crtns                | 11:00                             | 35   | 11:00                    | 40   |                                    |          |   |
| 1% White                     |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |
| 2% White                     |                             |              |       |                    |      |        |   |                         |                                   |      |                          |      |                                    |          |   |

Number Served by Grade

K-6 45

7-12 70

Adults/Non-reim 5

TOTAL 120

MANAGER'S SIGNATURE/HACCP VERIFICATION

## NSMP FOOD PRODUCTION RECORD - BREAKFAST

**School** \_\_\_\_\_

Date: \_\_\_\_\_

**Day:** \_\_\_\_\_

[illegible]

Number Served by Grade

1-2 \_\_\_\_\_

3-6 \_\_\_\_\_

Adults/Non-reim \_\_\_\_\_

TOTAL \_\_\_\_\_

MANAGER'S SIGNATURE/HACCP VERIFICATION

# NSMP FOOD PRODUCTION RECORD - LUNCH

School \_\_\_\_\_

Date: \_\_\_\_\_

Day: \_\_\_\_\_

| Menu Item         | Food Used or Recipe # | Serving Size |     | # Portions Planned |     |        | Total Prepared #<br>svd, lbs., cans, etc. | Total Left-overs | HACCP Temp             |      |                    |      |                         |          | Comments: Substitutions, Leftovers, & Tray Waste, etc. |
|-------------------|-----------------------|--------------|-----|--------------------|-----|--------|---|------------------|------------------------|------|--------------------|------|-------------------------|----------|--|
|                   |                       | 1-2          | 3-6 | 1-2                | 3-6 | Adults |   |                  | Time Product Completed | Temp | Time Begin Serving | Temp | Corrective Action Taken | Initials |  |
| Entree            |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
| Side Dishes       |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
| Milk Variety      |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
| Condiments/Sauces |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |     |                    |     |        |   |                  |                        |      |                    |      |                         |          |  |

Number Served by Grade

1-2 \_\_\_\_\_

3-6 \_\_\_\_\_

Adults/Non-reim \_\_\_\_\_

TOTAL \_\_\_\_\_

MANAGER'S SIGNATURE/HACCP VERIFICATION \_\_\_\_\_

# NSMP FOOD PRODUCTION RECORD - BREAKFAST

School Central Elementary

Date: October 1

Day: Monday

| Menu Item          | Food Used or Recipe # | Serving Size |       | # Portions Planned |               |        | Total Prepared # svd, lbs., cans, etc. | Total Leftovers | HACCP Temp             |      |                    |      |                         |          | Comments: Substitutions, Leftovers, & Tray Waste, etc. |
|--------------------|-----------------------|--------------|-------|--------------------|---------------|--------|--|-----------------|------------------------|------|--------------------|------|-------------------------|----------|--|
|                    |                       | 1-2          | 3-6   | 1-2                | 3-6           | Adults |  |                 | Time Product Completed | Temp | Time Begin Serving | Temp | Corrective Action Taken | Initials |  |
| Side Dishes        |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Scrambled Eggs     | 10012                 |              | ½ c.  |                    | 55            | 5      | 60                                     | -0-             | 11:00                  | 165  | 11:45              | 140  |                         |          | Note: Use serving containers, etc.                     |
| w/Ham              |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          | used at your facility                                  |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Orange Slices      | N/A                   |              | 1 ea  |                    | 55            | 5      | 60 ea                                  | -0-             | 11:30                  |      | 11:45              |      |                         |          | Goal: Is there enough food                             |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          | available for  |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          | everyone to make                                       |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          | a reimb meal   |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Wheat Bread        | Purchased             |              | 2 sl  |                    | 55            | 5      | 120 sl                                 | 3 sl            | 11:30                  |      | 11:45              |      |                         |          | Not everyone wants 2 slices                            |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          | per serving  |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Milk Variety       |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| White              | 55 cartons            |              | 1 c.  |                    | 55 c.         |        |  | 9 c.            | 11:15                  | 35   | 11:45              | 40   |                         |          | Offer vs Serve implemented                             |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Condiments/ Sauces |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |
| Margarine          | 1 pt cont.            |              | 1 tsp |                    | Approx 1 cup  |        |  | 1 cup           |                        |      |                    |      |                         |          |  |
| Jelly              | 1 pt. cont.           |              |       |                    | Approx 1 cup  |        |  | 1 cup           |                        |      |                    |      |                         |          |  |
| Catsup             | #10 can               |              |       |                    | Approx 7 cups |        |  | ¾ #10 can       |                        |      |                    |      |                         |          |  |
|                    |                       |              |       |                    |               |        |  |                 |                        |      |                    |      |                         |          |  |

Number Served by Grade

1-2 \_\_\_\_\_

3-6 50

Adults/Non-reim 5

TOTAL 55

MANAGER'S SIGNATURE/HACCP VERIFICATION \_\_\_\_\_

# NSMP FOOD PRODUCTION RECORD - LUNCH

School Central Elementary

Date: October 1

Day: Monday

| Menu Item         | Food Used or Recipe # | Serving Size |          | # Portions Planned |      |        | Total Prepared # svd, lbs., cans, etc. | Total Left-overs | HACCP Temp             |      |                    |      |                         |          | Comments: Substitutions, Leftovers, & Tray Waste, etc. |
|-------------------|-----------------------|--------------|----------|--------------------|------|--------|--|------------------|------------------------|------|--------------------|------|-------------------------|----------|--|
|                   |                       | 1-2          | 3-6      | 1-2                | 3-6  | Adults |  |                  | Time Product Completed | Temp | Time Begin Serving | Temp | Corrective Action Taken | Initials |  |
| Entree            |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Combo Pizza       | #5436                 |              | 1 ea     |                    | 75   | 5      | 80                                     | 25               | 11:00                  | 165  | 11:30              | 140  |                         |          | Popular menu   |
|                   | Makes 100             |              |          |                    |      |        | <sup>3</sup> / <sub>4</sub> recipe     |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Side Dishes       |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Tossed Salad      | #2364                 |              | ½ c.     |                    | 55   | 5      | 30 c.                                  | -0-              | 11:00                  | 40   | 11:30              | 40   |                         |          |  |
| Bread Sticks      | #3220                 |              | 1-1oz ea |                    | 75   |        | 75                                     | 4                | 11:15                  |      | 11:30              |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Fruit Medley      | #1007                 |              | ½ c.     |                    | 55   |        |  | -0-              |                        | 40   |                    |      |                         |          |  |
| Gingerbread       | #7400                 |              | 1 ea     |                    | 55   |        |  | -0-              |                        |      |                    |      |                         |          |  |
| Cookies           |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Milk Variety      |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Skim Milk         | Pre-Pkg               |              | 1 c.     |                    | 15   |        |  | 5                | 11:00                  | 35   | 11:30              | 40   |                         |          |  |
| 1% Chocolate      | Pre-Pkg               |              | 1 c.     |                    | 40   |        |  | -0-              |                        |      |                    |      |                         |          | Pulled 5 more from refrigerator                        |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Condiments/Sauces |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
| Ranch Dressing    | #9902                 |              | 2 T.     |                    | 2 T. |        | 1 quart                                | 1 cup            | 11:00                  | 40   | 11:00              | 40   |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |
|                   |                       |              |          |                    |      |        |  |                  |                        |      |                    |      |                         |          |  |

Number Served by Grade

1-2 \_\_\_\_\_

3-6 50

Adults/Non-reim 5

TOTAL 55

MANAGER'S SIGNATURE/HACCP VERIFICATION